



JOB DESCRIPTION

Position Title: **Principal Analyst**

Working Title: **Grant Writer**

Class Code: 4909

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Administrative and analytical work in the coordination, researching, monitoring and reporting of financial grants.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Responsible for the research, development, preparation, coordination and monitoring of grant applications, and contracts to ensure compliance with grant processes. Writes grant applications.

Develops and prepares written and oral presentations regarding grants. Conducts research for grant programs, participates in contract negotiations and interpretation of data regarding grant programs.

Serves as technical support and prepares appropriate reports ensuring compliance with various grant program requirements. Balances and audits grant reports as required. Reviews monthly expenditure reports and makes budgetary adjustments as necessary. Monitors grant funds as required.

Prepares annual financial statements for grant programs. May work with external auditors in the examination of financial records related to grant programs. Prepares agenda items for grant applications.

Assists in the development of the annual grant program budget. Prepares budgetary documents, compiles departmental figures as required.

Maintains files, office records, and other official documents as required. Assembles and researches material from files and records for use in preparing reports, summaries, tabulations, and office correspondence.

Performs other duties as assigned or as may be necessary.



JOB DESCRIPTION

Position Title: **Principal Analyst**

Page 2

Working Title: **Grant Writer**

Minimum Qualifications

Knowledge of accounting practices and procedures. Knowledge of grant application processes and procedures. Knowledge of Business English, spelling, punctuation, arithmetic and modern office practices, to include record keeping methods. Knowledge of computer operations and software applications using word processing and spreadsheet applications.

Ability to maintain records and filing systems in an orderly and consistent manner. Ability to work independently in carrying out assignments to completion. Ability to communicate effectively both orally and in writing. Ability to present ideas clearly and concisely. Ability to make decisions based on factual data. Ability to establish and maintain effective working relationships with Seminole County Departments', elected officials and grant funding agencies.

Bachelor's Degree in Finance, Accounting, Business, Public Administration, or a closely related field and three (3) years' experience preparing, reviewing and/or monitoring procurement contracts or financial/grant services contracts.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is primarily a general office setting. The incumbent performs most duties while sitting at a desk, table or workstation. Incumbents in this position are exposed to radiant and electrical energy found in an office environment.